

**New Hampshire State Council on the Arts  
Traditional Arts and Folklife Listing Guidelines  
FY2016**

***Deadline: Rolling***

**These FY2016 Guidelines are valid for fiscal year July 1, 2015 - June 30, 2016.**

The [Traditional Arts & Folklife Listing](#) is a directory of traditional artists, community scholars, and folklorists who are available for performances, demonstrations, workshops, and other community-based presentations in New Hampshire. The Traditional Arts and Folklife Listing is a resource for arts organizations, museums, community groups, schools, and other groups that want to include traditional arts and artists in their programs and for artists who wish to present their traditions in community settings. The Listing provides information about the artist, their traditional art form, and types of presentations offered.

***What are traditional arts?***

Traditional Arts are crafts, music, and dances that are passed down from one generation to the next within communities and are an important part of a community's living cultural heritage. Communities can be defined in many ways, such as groups that share the same ethnic heritage, language, geographic area, religion, occupation, or way of life.

[Visit](#) the Heritage & Traditional Arts Program webpage or the [New Hampshire Folklife website](#).

***Who can apply to be on the Traditional Arts & Folklife Listing?***

- **Traditional artists** active in any craft, music, or dance form representing any cultural or ethnic tradition in New Hampshire may apply to be on the Listing. Traditional artists residing in neighboring states of Vermont, Maine and Massachusetts may apply and be accepted if they represent a tradition not currently included in the Listing.
- **Cultural specialists and folklorists** who want to work with community-based organizations in the development and implementation of programs focused on folklife and traditional arts are also encouraged to apply.
- **Master traditional artists** who receive a [Traditional Arts Apprenticeship grant](#) are automatically invited to join the Listing.

***Application Review Process***

State Council on the Arts staff reviews applications for accuracy, eligibility and completeness. The application is then submitted to a panel of cultural specialists that reviews applications based on the criteria for selection.

***Criteria for Selection***

**For traditional artists:**

- High level of artistic excellence
- Recognition within the community as a tradition bearer representing a community-based tradition
- Excellent communication skills in presenting traditional culture in a variety of community settings

**For community scholars & folklorists:**

- For community scholars - at least one year of experience with fieldwork research and/or public program development and implementation in a particular area of cultural heritage and/or some academic background in an aspect of cultural studies
- For folklorists - an academic background as a folklorist and some personal experience with fieldwork research and public program development and implementation
- For all - excellent public communication skills in presenting traditional culture in a variety of community settings

***How to Apply***

Applicants are strongly encouraged to attend one of the State Arts Council's [grant information sessions](#) (in person or online) or to schedule an appointment and discuss their proposals with the appropriate grant coordinator before writing and submitting applications.

Drafts of narrative questions may be reviewed if submitted by email. First time applicants are especially encouraged to submit drafts. When emailing a draft, please clearly indicate ***Draft for Review*** in bold type on the submission.

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***Submitting the Application***

The State Council on the Arts is now using an online application system, [Submittable](#). While paper applications will be allowed for FY2016, **applicants are encouraged to use the online system**. Use of the online system will be required from FY2017 on. Please [click here](#) for instructions on how to use the online system. **The online system cannot be used to submit drafts as outlined above.**

- [Click here](#) to start the online application.
- [Click here](#) to download a paper application in MS Word format (FY2016 only). If you are submitting a paper application, place all application and support materials in an envelope. Do not put materials in a 3 ring binder or folder.

**Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.**

Don't have Microsoft Office? Download [Open Office](#) for free!  
Don't have Adobe Acrobat Reader? [Click here](#) to download free!

***Traditional Artist Narrative Questions***

The Traditional Artist narrative portion of the application **should not exceed three typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

- 1) Please describe the traditional art form/s you specialize in and provide a brief overview of its history.
- 2) How did you learn your tradition and how long have you been active in it?
- 3) Why do you want to preserve this tradition and share it with others?
- 4) What kinds of community activities, performances, lectures, or teaching have you been involved with?
- 5) Please list any recognition, awards, certificates or competitions won related to your tradition. Please attach a resume if you have one.

***Community Scholar/Folklorist Narrative Questions***

The Community Scholar/Folklorist narrative portion of the application **should not exceed three typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

- 1) Describe the cultural traditions that you specialize in and provide a brief overview of its history.
- 2) If you have experience working in particular ethnic, cultural, or occupational groups, please explain.
- 3) Why do you wish to work with community organizations in the development and implementation of cultural heritage and traditional arts programming?
- 4) Attach a resume that provides information on your education, work experience in cultural heritage, traditional arts and folklife traditions, and any experience you have in public presentations.

***Required Support Materials***

**Work Samples**

Visual or audio samples should illustrate the quality of your work and are essential to the review panel's evaluation of your application. Applications without work samples **will not** be reviewed by the panel.

**Each applicant should submit up to 10 work samples.** Because only ten (10) files may be uploaded on the online application, images and files should ideally be zipped together and submitted as one ZIP file. [Click here](#) for tutorials on how to ZIP and upload files to the online system.

**CRAFTS:** Images (up to 20) in JPG, TIFF or PNG format, or link to online media

**MUSIC:** MP3, WAV, WMA file, or link to online media

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**DANCE:** MP4, MOV or WMV, or link to online media

**IMPORTANT:** Even if you have been funded as a master artist or an apprentice in the past, please keep in mind that the Council on the Arts does not retain work samples and panelists may not be familiar with your work. See [Preparation of Work Samples](#) for more information on preparing work samples/support materials.

***How to Submit Your Application***

All required documents can be uploaded to the [online system](#). Please follow instructions [here](#). If submitting a paper application, please submit **one copy** of the following and mail/deliver to: NH State Council on the Arts, 19 Pillsbury Street, 1<sup>st</sup> Floor, Concord, NH 03301. **Please make a copy for your files.**

- Completed Application Form
- Answers to Narrative Questions
- Disclosure Form [MS Word Format](#) / [PDF Format](#)
- Work samples
- Letters of Support
  - Applicants should submit at least **2 letters** of support from community members who can attest to your level of skill within the tradition, your experience sharing the tradition with the community, and why this tradition is important to the community.

Applications may be submitted online, mailed or hand delivered to the NH State Council on the Arts office at 19 Pillsbury Street, Concord. Office hours are Monday - Friday, 8:30 a.m. - 4:30 p.m. The office is closed all state and most federal holidays. The Council cannot accept applications transmitted by facsimile (FAX) or email and cannot be responsible for applications lost in transit. Please make a copy of the application for your files.

***Notification***

Applicants will be notified of their status approximately ten weeks after the full application has been received.

***Questions?***

Questions about this program? Please contact Julianne Morse, Heritage and Traditional Arts Coordinator, at [Julianne.Morse@dcr.nh.gov](mailto:Julianne.Morse@dcr.nh.gov) or 603-271-0791.

Questions about the online application system at Submittable? Please contact Ginnie Lupi, Director, at [Ginnie.Lupi@dcr.nh.gov](mailto:Ginnie.Lupi@dcr.nh.gov) or 603-271-8418.